



## Within-Grade Increase (WGI)

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**Introduction** In EHRP, an important automated HR function is the Within-Grade Increase (WGI). This section describes what the system requires to perform this function and how to use the information that the system provides.

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**Requirements** To enable EHRP to run automatic actions, the required position and employee data must first be set up. In order for the WGI actions to be performed, the employee must have a performance appraisal rating of record that is Fully Successful or higher, and the rating must have occurred within the last 15 months. The employee must also have a **WGI status** of “Waiting” or “Approved” on the Employment 1 page. The **Reports To Position** must also be completed on the Employment 2 page.

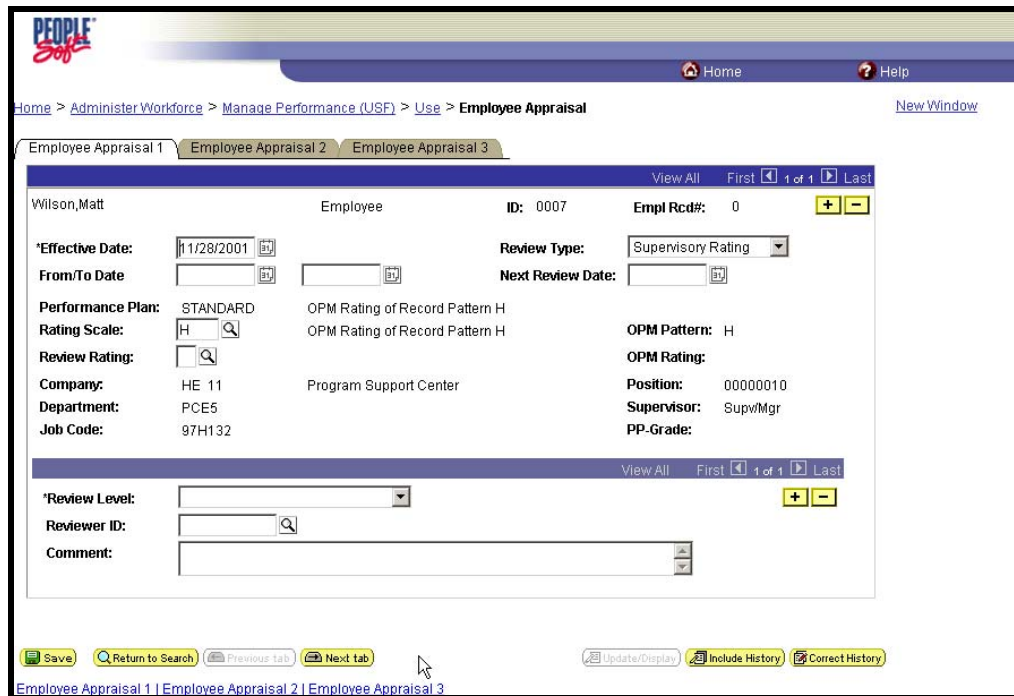
The information for the performance appraisal rating is entered in the **Manage Performance** component of EHRP.


The following steps detail how to enter the employees performance appraisal ratings:

**1** Follow the navigational path:

Home ➔ Administer Workforce ➔ Manage Performance ➔  
Use ➔ Employee Appraisal

The following **Employee Appraisal** page appears:



- 2 Enter the effective date of the appraisal in the **Effective Date** field.
- 4 In the **From/To Date** fields, enter the period of time for which the employee is being appraised.
- 5 If known, enter the date of the next review in the **Next Review Date** field.
- 6 Select the **Rating Scale** from the dropdown menu.
- 7 Select the **Review Rating** from the dropdown menu.
- 8 Click  .

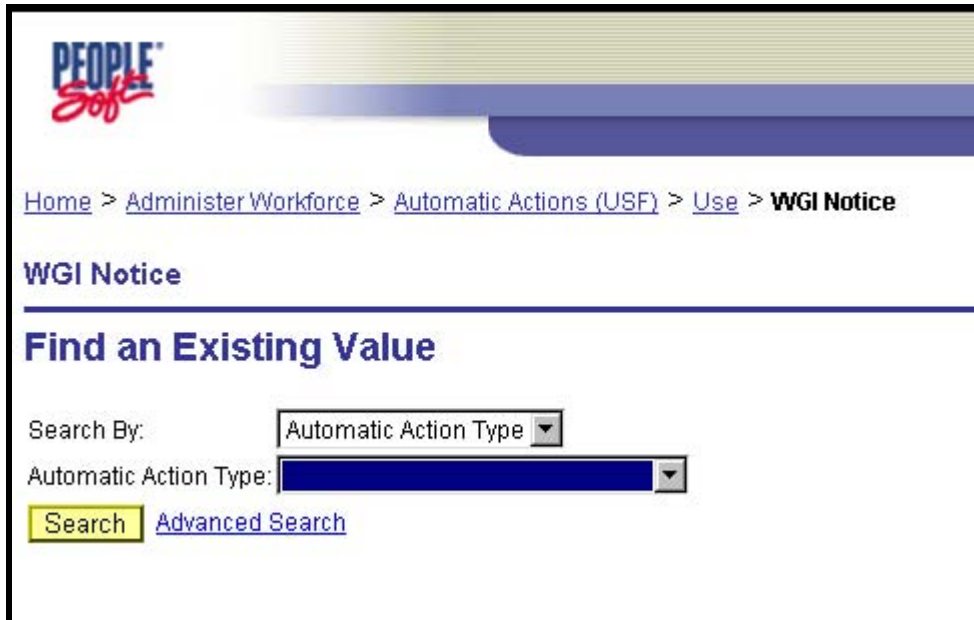
**Information** The WGI Automatic Action will identify employees who are eligible for an increase within 60 days.

The following details the steps to use to review the list of employees the system has identified as approaching their WGI date.

- 1 Follow the navigational path:

Home → Administer Workforce → Automatic Actions (USF) →  
Use → WGI Notice

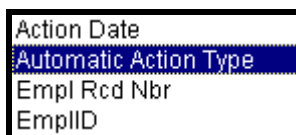
The following page appears:



The screenshot shows the PeopleSoft interface for the 'WGI Notice' page. At the top left is the 'PEOPLE Soft' logo. Below it is a breadcrumb trail: [Home](#) > [Administer Workforce](#) > [Automatic Actions \(USF\)](#) > [Use](#) > **WGI Notice**. The page title 'WGI Notice' is displayed in a blue header bar. Below the title is a section titled 'Find an Existing Value'. This section contains a 'Search By:' label followed by a dropdown menu currently showing 'Automatic Action Type'. Below this is a text input field labeled 'Automatic Action Type:' followed by another dropdown menu. At the bottom of the search section are two buttons: a yellow 'Search' button and a blue 'Advanced Search' link.

- 2 Select which search criteria to use from the **Search By** dropdown menu.

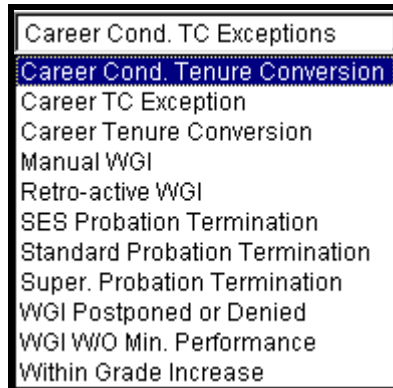
The **Search By** field contains the following possible values:



The image shows a dropdown menu with four options: 'Action Date', 'Automatic Action Type' (which is highlighted in blue), 'Empl Rcd Nbr', and 'EmplID'.

- 3 Select the **Automatic Action Type** from the dropdown menu.

The **Automatic Action Type** field contains the following options:



A screenshot of a dropdown menu for 'Automatic Action Type'. The menu is open, showing a list of options. The first option, 'Career Cond. TC Exceptions', is at the top. The second option, 'Career Cond. Tenure Conversion', is highlighted with a blue background. Below it are 'Career TC Exception', 'Career Tenure Conversion', 'Manual WGI', 'Retro-active WGI', 'SES Probation Termination', 'Standard Probation Termination', 'Super. Probation Termination', 'WGI Postponed or Denied', 'WGI W/O Min. Performance', and 'Within Grade Increase'.

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Click .

The page will list the employees that meet the search criteria and are eligible for a within-grade increase. Automatic Actions are deleted from the user's worklist when the user clicks on the corresponding link to open the item.

*NOTE: If the supervisor wishes to deny the WGI, the supervisor will request a personnel action deny the WGI. This personnel action request would be an 888-0 NOA, Denial of WGI and the manager would enter the following action and reason codes, DTA and PRA.*

*NOTE: If the supervisor approves of the within-grade increase, then the system will automatically process that increase.*

### Automatic Action Type Definitions

Here are definitions for WGI automatic actions:

- **Within Grade Increase** – These employees will receive an automatic WGI within 60 days.
- **Manual WGI** – You need to process these employees' WGIs manually. For example, employees with intermittent or seasonal work schedules require manual WGI processing.
- **Retroactive WGI** – These employees have a **WGI Status** of *Waiting*, but were due a WGI in a previous pay period.
- **WGI W/O Min. Performance** – These employees have an **Overall Review Rating** below *Satisfactory* or don't have a review within the last fifteen months.

**Frequency of Review**

The effectiveness of the WGI automatic process is dependent upon the frequent review of notifications for WGI. It is recommended that the notifications be reviewed, at minimum, once per pay period. Timely entry of performance appraisals is also an important component of this process.

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